

NAILSWORTH TOWN COUNCIL
Minutes of the Annual Meeting of the Town Council
Held at 6.30pm in the Town Hall, Old Bristol Road
on Tuesday 14th May 2024

Present:

Mike Kelly (previous Chair)
Cllr Peter Bodkin
Cllr Shelley Rider
Cllr Ros Mulhall
Cllr Tyler White
Cllr Steve Robinson

Minutes:

Clerk

Apologies:

Cllr Paul Francis
Cllr Julian Dennis
Cllr Phil Sullivan

Also present:

Two members of the public were present.

2024/001

Election of Town Mayor

The previous Mayor, Mike Kelly, presided over the election of a new Mayor.

It was **resolved** that Cllr Peter Bodkin be elected unopposed as Mayor.

All agreed.

Cllr Peter Bodkin on behalf of NTC thanked former Mayor Mike Kelly for his commitments and achievements as mayor and a councillor of 13 years' service. Thanks were also given to Wendy Kelly for her support. Thanks were also given to former mayor and councillor of 13 years' service Jonathan Duckworth for his commitment and action for the town and the community.

Thanks were also recorded for the service of those cllrs who left the council last week, Patsy Freeman, Natalie Bennett, Angela Norman and Colleen Rothwell.

2024/002

Election of Deputy Mayor

It was **resolved** that Cllr Ros Mulhall be elected unopposed as Deputy Mayor.

All agreed.

The previous Deputy Mayor Cllr Shelley Rider was thanked for her service as Deputy Mayor.

2024/003

Public Participation

There were no members of the public present.

2024/004

Declarations of interest and applications for dispensations

Cllr Shelley Rider noted that her planning application is mentioned in previously tracked planning applications.

2024/005**To appoint members to Committees**

There was a discussion about the Committee appointments.

It was **resolved** that Cllr Shelley Rider be appointed Chair of the Environment Committee.

All agreed.

Members of the **Environment Committee** were confirmed as;

- Cllr Shelley Rider (Chair)
- Cllr Julian Dennis
- Cllr Tyler White
- Cllr Peter Bodkin (ex officio as Mayor)

It was **resolved** that Cllr Ros Mulhall be appointed as Chair of Recreation & Amenities Committee.

All agreed.

Members of the **Recreation and Amenities Committee** were confirmed as;

- Cllr Ros Mulhall (Chair)
- Cllr Paul Francis
- Cllr Phil Sullivan
- Cllr Steve Robinson
- Cllr Peter Bodkin (ex officio as Mayor)

All agreed.

It was **resolved** that Cllr Julian Dennis be appointed as Chair of the Personnel Committee.

All agreed.

Members of the **Personnel Committee** were confirmed as;

- Cllr Julian Dennis (Chair)
- Cllr Steve Robinson
- Cllr Ros Mulhall
- Cllr Shelley Rider
- Cllr Phil Sullivan
- Cllr Peter Bodkin (ex officio as Mayor)

All agreed.

2024/006**To appoint members to working parties**

There was a discussion about the membership of working parties. It was agreed that, in recognition of their knowledge of the projects, two former cllrs will keep their membership on working parties.

KGV Buildings Working Party

Cllr Ros Mulhall
Cllr Steve Robinson
Deputy Clerk/Clerk
Jonathan Duckworth*

Town Centre Regeneration Working Party

A new Chair to be appointed at the first meeting.
Cllr Steve Robinson
Cllr Peter Bodkin
Cllr Tyler White
Mike Kelly*

Jonathan Duckworth*

Carters Way Working Party

Cllr Peter Bodkin (Chair)

Vacancy to be appointed. The last piece of work is to agree the lease.

Support for Town Services Working Party

Cllr Peter Bodkin

Cllr Shelley Rider

Cllr Julian Dennis

Civic Centre Working Party

Cllr Steve Robinson

Cllr Julian Dennis

Cllr Tyler White

Mike Kelly*

Jonathan Duckworth*

Clerk

Asset Transfer Working Party (Beechwood Close)

Cllr Steve Robinson

Cllr Peter Bodkin

Clerk/Deputy Clerk

Town Hall Major Projects Working Party

Cllr Steve Robinson

Cllr Peter Bodkin

Cllr Phil Sullivan

Children & Young People Working Party

This working party has continued to operate successfully without the need for NTC's involvement and so is now not considered a function of the council.

Tourism Working Party

Cllr Shelley Rider

Cllr Tyler White

Derek Pitt*

Terry Rogers*

Maggie Rogers*

* *Indicates resident who is a member of the working party*

It was **resolved** that the above changes to the working party membership be agreed.

All agreed

2024/007

To appoint members to act as NTC's representatives on external bodies and be responsible for reporting back on matters concerning NTC

The Council's representatives were confirmed as follows.

- Nailsworth Youth Club: Cllr Peter Bodkin
- National Trust Minchinhampton & Rodborough Commons Advisory Cttee: Cllr Tyler White
- Nailsworth & District Twinning Association: vacancy
- Nailsworth Health Partnership: Cllr Julain Dennis
- Dementia Friendly Town Group: Cllr Ros Mulhall
- Nailsworth Youth & Community Enterprise (NYCE): it was agreed a representative isn't currently required with this organisation.

- Gloucestershire Rural Community Council (GRCC): it was agreed a representative isn't required with this organisation.
- Stroud District Market Towns Forum: vacancy
- Nailsworth Chamber of Trade: Cllr Shelley Rider
- Police liaison: Cllr Steve Robinson
- Love Nailsworth: vacancy
- Gloucestershire Association of Parish and Town Councils (GAPTC): cllrs are appointed to the board and so no separate representative is needed.
- Nailsworth Climate Action Network: Cllrs Shelley Rider and Cllr Ros Mulhall
- Nailsworth in Bloom: Cllr Shelley Rider
- Nailsworth Community Land Trust: Cllr Julian Dennis

All agreed

It was noted that there's currently no NTC representation at SDC Community Safety Partnership meetings. This is to be considered at a later date.

It was suggested that all current cllrs are asked to represent the Council on at least one outside body.

2024/008

To approve the schedule of meeting dates for the year 2024-2025

These dates were approved.

The Clerk undertook to reopen the poll for the Strategic Planning session.

2024/009

To approve the Council's annual insurance for 2024-2025

It was **resolved** to approve the Council's insurance for 2024-2025 for a contract of three years at a cost of £7,303.00.

All agreed.

2024/010

To approve all regular payments, direct debits and annual contracts for the year 2024-2025 in accordance with Financial Regulation 4.1

It was **resolved** to approve the regular direct debits, standing orders and annual contracts.

All agreed

2024/011

To approve the Internal Auditor's report and note the matters for attention.

There was a discussion about the two items raised in the Internal Audit.

It was **resolved** to approve the Internal Auditor's report and the findings were noted.

All agreed.

There was a discussion about the terms of the Mayor's Allowance. The Clerk confirmed that there are no terms of reference for a Mayors Allowance to say what it can be used for. After further discussion,

It was **resolved** for the Mayor's Allowance to be issued via payroll services.

All agreed.

2024/012

To adopt the Annual Governance and Accountability Return 2023/24 (AGAR):

a) To adopt the Annual Governance Statement for Year Ended 31 March 2024

This was noted and agreed.

b) To adopt the Accounting Statement (section 2) for the Year Ended 31 March 2024

This was noted and agreed.

All agreed

2024/013

To agree the dates for the Notice of Public Rights (inspection of unaudited Annual Governance and Accountability Return) as Monday 3rd June to Friday 12th July 2024.

The dates were noted and agreed.

All agreed

2024/014

To agree the Council meets the conditions set out to exercise the General Power of Competence (GPC) following an election.

The conditions were noted and it was agreed that NTC meets the criteria for exercising the General Power of Competence following an election.

All agreed.

2024/015

To appoint a councillor to undertake a quarterly review of internal controls as required by Financial Regulations

After a discussion, Cllr Julian Dennis was appointed as Internal Checker.

It was **resolved** that Cllr Julian Dennis be appointed as Internal Checker.

All agreed.

2024/016

Consideration of Planning Applications received as follows:

CONSULTATION –

- a) S.24/0679/HHOLD. The Nook, Watledge Road, Nailsworth, Stroud. Application: Householder. Erection of a single storey rear extension.

Comment: No observations.

- b) S.24/0726/LBC. Flat 3, Spring Hill House, Spring Hill, Nailsworth. Application: Listed Building Application. Installation of a replacement door with a fire door.

Comment: No observations.

TREES IN A CONSERVATION AREA

- c) S.24/0719/TCA Upper House, Spring Hill, Nailsworth, Stroud. Application: Trees in a Conservation Area Description: Silver birch (T1) - fell. Silver birch (T2) - remove the limb overhanging next door. Atlas cedar (T3) - raise the crown to 2.5m above ground level. Yew (T4) - directional prune.

Comment: Noted.

- d) S.24/0716/TPO. The Steppes Residential Care Home, Cossack Square, Nailsworth, Stroud. Application: Tree Preservation Order. Yew tree - Trim hard all over to tidy and contain.

Comment: Noted.

- e) S.24/0796/TCA Overden, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Large Mature beech tree - Fell.

Comment: Noted.

PREVIOUSLY TRACKED APPLICATIONS

- f) S.24/0495/TCA. Grove Lodge, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Pear Trees x 2 - removal. Application consent. NTC: No Observations
- g) S.23/2477/FUL. Rock Cottage, Rockness Hill, Nailsworth, Stroud. Application: Full. Erection of an outhouse store. Application refused. NTC: no observations.
- h) S.24/0296/FUL. Beechcroft, Harley Wood, Nailsworth, Stroud. Application: Full Installation of decking, storage area and steps to the rear of the property. Dropped kerb to the existing driveway. Application permitted. NTC : Object. NTC has concerns that this will overlook neighbouring properties to an unacceptable level.
- i) S.24/0460/HHOLD. The Chippings, Jubilee Road, Forest Green, Nailsworth. Application: Householder. Installation of terraced parking. (Retrospective) Application permitted. NTC: No observations.

LICENSING

- j) 24/00377/LAPRNW Premises license. Oldstone Restaurant, Old Market, Nailsworth, Stroud, Gloucestershire, GL6 0DU. To sell alcohol on premises only daily between 12:00 -21:00.
Comment: No observations.

2024/017

To confirm minutes of the Full Council and Annual Town Meeting on Tuesday 16th April and Saturday 20th April 2024

The Full Council meeting on Tuesday 16th April were noted.

All agreed.

The Annual Town Meeting on Tuesday 16th April were noted.

All agreed.

2024/018

To note the authorisation of a grant payment to Town Twinning Association by a cllr who is also a member of the group.

For transparency, this action to maintain NTC's transparency was noted.

2024/019

To consider a deadline and process for co-option to three cllr vacancies following an uncontested election

It was confirmed there are three vacancies.

An advert has been made ready for Nailsworth News and can appear in the June edition.

A closing date for applications of 1st July 2024 was agreed, with consideration of the applications by the end of July. If the vacancies aren't filled on this date, they can be filled at another time.

It was **resolved** to follow the timetable above.

All agreed

2024/020

To approve grants for maintenance of burial grounds for 2024-2025

For transparency, the grants to contribute to maintenance of non-Church of England burial grounds for 2024-25 were approved as follows:

Christchurch burial ground, Shortwood £450
Forest Green cemetery, Forest Green £450
Quaker Burial ground, Shortwood £200

All agreed

2024/021

Confidential item

2024/022

To confirm salaries for 2024-2025 in accordance with the annual budget

The salary rates were confirmed.

All agreed.

2024/023

To review NTC’s Risk Assessment

The Risk Assessment was reviewed and noted.

2024/024

Reports:

To receive an update on NTC office activities

This was noted.

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Town Mayor
Nailsworth Town Council
Civic Centre, Old Market, Nailsworth, GL6 0DU

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Date